



Vital Records Birth Application

A photocopy of a current government, school or employer photo identification of the applicant must be submitted with all requests.
Applications without proper identification will be returned unprocessed.

Name of applicant: _____ Day phone number: _____

Address: _____

City: _____ State: _____ Zip code: _____

Email address: _____

Note: Mail from Vital Records will not be forwarded by the USPS.

Address certificate to be mailed to if different than applicant's address:

Name: _____

Address: _____

City: _____ State: _____ Zip code: _____

Your relationship to person named on the certificate. (Check one - will be used to determine entitlement)

☐ Self ☐ Legal Guardian ☐ Legal representative (for whom?) _____

☐ Parent ☐ Other (specify) _____

For what purpose are you requesting this certificate? _____

By signing this application, I understand that making a false application for a vital record is a felony under state law.

Signature of applicant: _____

INFORMATION FOR BIRTH CERTIFICATE BEING REQUESTED:

Full name: _____
First Middle Last Suffix

Date of birth: _____ Sex: _____ City of birth: _____ County of birth: _____

Name of mother prior to any marriage: _____
First Middle Last

Name of father: _____
First Middle Last

Mother's state or foreign country of birth: _____ Father's state or foreign country of birth: _____

Were parents married at time of birth: ☐ Yes ☐ No Number of children born in SC to this mother? _____

Name at birth if ever changed for any reason other than marriage: _____

FEES

SEARCH FEE: A \$12 "search fee" is required by SC Law Section 44-63-110. The \$12 search fee is non-refundable. The required search fee includes one (1) certification, if record is located. Additional copies purchased at the same time are \$3 each. Acceptable methods of payment for mail requests are a money order or cashier's check made payable to SC DHEC. Onsite customer service also accepts credit and debit cards and cash.

Required Search Fee (Non-refundable, Includes one copy if found) \$12.00 \$12.00
Each additional copy x \$ 3.00 _____
Number of additional copies

Total fees submitted: _____

Send completed application to: SC DHEC – Vital Records, 2600 Bull Street, Columbia, SC 29201

Along with completed application, be sure to include payment and photocopy of proper identification.

OFFICE USE ONLY SFN: _____ DCN: _____

Vital Records Application for Birth Certificates

Instructions and Information

Information

BIRTHS – SC Law did not require the filing of birth records until January 01, 1915. No birth record on file at SCDHEC are available for public viewing.

A birth record becomes public record one hundred (100) years after the date of birth. Non-certified copies of public birth records are issued unless a certified copy is specifically requested. The \$12 "search fee" is required for each request of a public birth record.

TURNAROUND TIME – The usual turn around time for 'waiting' on-site customers is approximately thirty (30) minutes during non-peak hours (8:30 am - 11:00 am and 2:00 pm - 4:00 pm). The usual turn around time for "mail" requests is approximately 2 - 4 weeks from the date of receipt.

If it has been more than four (4) weeks since you submitted your request, call (803) 898 3630 to determine the status.

IDENTIFICATION – A valid/current government, school or employer issued photo identification document of the **applicant** is required before a search of the records will be conducted. Requests that do not contain proper identification will be returned unprocessed. Acceptable documents are:

1. Any United States' DMV Office issued picture identification i.e. Driver's License, ID card, Learner's Permit (unexpired)
2. Current school or employer picture identification card
3. Military card (unexpired – active duty or retired member)
4. United States Passport (unexpired)
- 5 Foreign Passport (unexpired)
6. Re-Entry Permit (I-327 – unexpired)
7. Refuge Travel Document (form I-571 – unexpired)
8. United States Citizen Identification Card (form I-197)
9. Temporary Resident Card (form I-688 – unexpired)
10. Permanent Resident Card (form I-551 – unexpired)
11. Weapon or gun permit issued by federal, state or municipal government (unexpired)

Website – www.scdhec.gov/vitalrecords/ provides additional information on SC Vital Records.

PAYMENT – Acceptable methods of payment for mail requests are a money order or cashier's check made payable to SC DHEC. Onsite customer service also accepts credit and debit cards and cash.

SEARCH FEE – A \$12 "search fee" is required by SC Law Section 44-63-110. **The \$12 search fee is non-refundable.** The required search fee includes one (1) certification, if record is located. Additional copies, of the same record ordered at the same time, are \$3 each.